

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Forces Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

08 January 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-008

POSITION: Aerial Refueling Technician (Instructor) (D1633000) (GS-2185-10) EXCEPTED POSITION

LOCATION: 132nd Air Refueling Squadron, Bangor, Maine

SALARY RANGE:

\$53,925 to \$70,103 per annum GS-10

CLOSING DATE: 25 January 2016

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted Technicians in the Maine Air National Guard.

AREA II – All Enlisted members of the Maine Air National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience requirements listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education or training which has provided a general knowledge of aircraft fuel, electrical, hydraulic systems and components.

SPECIALIZED EXPERIENCE: Must have thirty (30) months experience for the GS-10 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Must have completed the Combat Flight Instructor Course (CFIC). **In order to qualify at GS-10, applicants must submit proof of completion with their application.**
2. Ability to formulate lesson plans and teach courses on Inflight Refueling Systems, as well as other aviation related subjects.

3. Ability to plan, conduct, and evaluate training of aerial refueling students.
4. Knowledge of and the ability to read, interpret and apply a variety of technical orders and regulations pertinent to Aerial Refueling.
5. Skill in written and oral communications.
6. In-depth knowledge of the unit mission and the military organizational structure.
7. Knowledge of Unit Single Integrated Operations Plan (SIOP) Alert Boom Operator responsibilities.
8. Knowledge of Command and Control procedures and associated responsibilities of safeguarding classified materials.
9. Ability to perform staff functions to include aircraft scheduling and mission planning.

COMPATIBILITY CRITERIA: 1A0XX **NOTE:** Personnel who do not possess this AFSC must be prepared to attend the appropriate school.

SELECTED RESERVE INCENTIVE PROGRAM (SRIP): Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MeANG Incentive Manager Norman Stanton, MSgt DSN - 698-7391 to determine any possible termination and/or recoupment actions that may result from accepting this position.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M SESSIONS
MAJ, AG
Human Resources Specialist
(Recruitment & Placement/Compensation)

This position is located in the Air Operations Group of PACER CRAG (Compass, Radar & Global Positioning System) equipped KC-135 Air Refueling Wings. As a primary crew member, the incumbent directly assists the pilot in operation of the aircraft by performing a variety of crew compartment and related duties. The employee instructs and evaluates the performance of aerial refueling technicians and performs aircrew duties as inflight refueling technician and loadmaster and accomplishes related staff work.

This position requires military membership. It is designated for an ANG Enlisted incumbent only. In accordance with AFMAN 36-2108, the incumbent performs duties necessary to accomplish aircrew functions in support of programs essential to state ANG daily operations, training, and readiness missions.

DUTIES AND RESPONSIBILITIES:

(1) Serves as an instructor/evaluator. Conducts classroom and inflight instruction for student air refueling technicians. Provides initial, upgrade and continuation training, and combat ready certification. Prepares and conducts lectures, demonstrations, group discussions and seminars. Briefs maintenance personnel and tanker and receiver pilots, as required. Maintains applicable training records. Monitors all training to ensure completion of requirements. Teaches and remediates Computer Base Training (CBT) lessons. Reviews training records and reports to determine additional or concentrated training required. Conducts classroom training on new or revised publications. Provides demonstrations on aircraft procedures and equipment. During mission preparation, instructs students on aircrew duties and air refueling procedures. Maintains current knowledge of the tanker air-refueling capabilities and applicable aerial refueling data for all authorized receiver aircraft to include USAF, Navy, Marine, and allied aircraft. When in flight, instructs the student on inflight duties and administers all receiver category certifications. Assumes responsibility for student's actions during air refueling activities and may be required to take control of the flying boom and/or direct "breakaway procedures" to prevent aircraft collision. Provides instruction in the use of Night Vision Goggles (NVG) and Emission Option 4 (EMCON 4), which precludes the use of radio communication and exterior lighting. This knowledge is essential for the completion of night air refueling in the minimum light environment. Makes the final critical decision on when a student is declared proficient and allowed to refuel without instructor supervision. Prepares written critiques of student performance for each flight and debriefs the student. Assists new personnel in preparation for receiver aircraft category qualification/certifications and Single Integrated Operations Plan (SIOP) certification. Administers initial, no-notice and recurring flight evaluations. Assists in preparation and updating of standardization/evaluation specialty tests. Trains students on CRM, focusing on aircraft safety and the importance of cockpit situational awareness, effective communication, and teamwork. Teaches and demonstrates the proper donning and doffing of the Aircrew Chemical Defense Ensemble (ACDE) in preparation for operations in toxic chemical and biological environments.

(2) Provides direct assistance to the aircraft pilot:

(a) Performs crew compartment duties and regularly instructs/evaluates other enlisted aircrew members on duties performed during takeoffs, landings, and other critical phases of flight. Accomplishes pre- and post-flight responsibilities relative to all aircraft systems. These duties include an active role in planning and monitoring aircraft movement in addition to pre- and post-mission briefs. Monitors system indicator panels, engine instruments, fuel gauges and consumption, and circuit breaker panels during flight. Serves as a safety observer, providing backup to the pilots for aircraft configuration, altitude/attitude/airspeed awareness, and takeoff/landing clearance. Monitors Air Traffic Control (ATC) clearances, approaches, departures, altitude assignments and terrain clearances, to recognize deviations and apparent errors impacting safety of flight. Follows descent/approach as it is briefed. Monitors cross winds and the window of safety. Sets altimeter and beacon codes. References text applicable to emergency/abnormal procedures, and provides input to the aircraft commander during emergency situations.

(b) Assists pilots during accomplishment of aircraft preflight to determine aircraft worthiness. Performs visual and operational checks of aerial refueling systems and equipment. Performs aircraft preflight inspection of all relevant aircraft oxygen, electrical, pneumatic, and hydraulic systems. Enters data required for operating aircraft in Federal Aviation Administration (FAA) controlled airspace. Activates switches and monitors altimeter, Mode 4 "Identification Friend or Foe" (IFF), Secure Voice, GPS keys-encode/load, radar beacon, radar pressurization, control panel and electronic cabinet cooling system. Performs preflight checks of all aircraft systems. Assists in servicing, and confirms operation of flight controls during preflight and prior to takeoff. Operates equipment such as auxiliary power unit (APU) for heat, power, and engine start.

(c) During critical phases of flight, i.e., takeoff, approach, and landing, operates command radios, as directed by the aircraft commander. Communicates aircraft maintenance status, estimated time of arrival, and transportation requirements to the destination command post. Records aircraft structural analysis factors. Crosschecks engine instruments, fire-warning indicators, electrical output and circuit protection. Advises the pilot as to fuel usage to maintain optimum center of gravity for fuel economy and to ensure operation within aircraft structural limitations. Performs and practices emergency procedures and operations as they pertain to aircraft systems to include alternate extension of gear and flaps in the event of system failure. Communicates departure/landing information, cargo/passenger data, hazardous/explosive materials aboard, maintenance status, servicing requirements and abnormal/emergency conditions to command and control and ATC. Maintains extensive Crew Resource Management (CRM) training and serves as safety crewmember during all ground and flight operations. For all takeoff and landings, assures flaps, speed brakes, trim, fuel panel, altitude alerter, Predictive Wind Shear (PWS), and overhead panel switches are correctly positioned. Prior to first approach, reviews the published approach plate procedures with pilots. Computes minimum ground control speed to back up the pilot flying the approach. As the most visible and accessible crewmember, especially in a three-person operation, exercises sound judgment in advising when loading/downloading, air refueling, or other operations should be suspended or terminated.

(d) During the mission planning stage, has responsibility for Flight Information Publications (FLIP) and Secrets (classified materials). Signs out the DATA Transfer Device (secure voice) and sets up and changes radios for secure voice. Loads launch/authentication information for the

pilot. Decodes messages. Receives and controls all Communications Security (COMSEC) information. Checks the information and uses it to load planning/flight control information. Performs courier duties that include signing, securing and transporting highly classified documents and material. Maintains proficiency in decoding Emergency Action Messages (EAM) using COMSEC documents. Periodically demonstrates to the wing commander, operations plans personnel and combat crew communications personnel a comprehensive knowledge and skill in performing duties required in the unit's Emergency War Order (EWO) mission.

(3) Performs Aerial Refueling Technician duties.

(a) Performs aerial refueling duties on specialized, classified, and high intensity missions requiring expert knowledge and operational skills. Accomplishes aerial refueling support during extended length missions including large numbers of receivers during extended range air refueling and/or receiver pilot initial/upgrade training. Assists the Supervisory Inflight Refueling Technician in developing and testing aerial refueling procedures and methods involving new refuelable weapon systems. Performs tests, when required, to evaluate the feasibility of new methods involving air refueling, i.e., low altitude, terrain masking, inter-service and foreign national air refueling agreements.

(b) Performs preflight and inflight visual and operational checks of the air refueling system to include instruments, position indicators, electrical signal sending system, hydraulically operated flight controls and fuel transfer system. Performs preflight of the aircraft oxygen system, circuit breaker panels, interphone system, emergency hatches, inflight refueling equipment, cargo tiedown equipment, palletized cargo roller system and general condition of aircraft interior.

(c) Directs receiver aircraft pilots into the air refueling position using Emission Control (EMCON) procedures or appropriate visual commands and clear, concise, standardized terminology. Operates the aerodynamic control surfaces of the refueling boom to safely effect a precision contact between the tanker and receiver aircraft. Advises receiver and tanker pilots of actions required to maintain safe position during contact and after disconnect. Prevents inadvertent disconnects, nozzle binding or breakage and receiver damage by cross checking boom instruments and giving the receiver pilot verbal or visual instructions. Actuates switches and controls in coordination with the receiver pilot to achieve safe separation at the completion of fuel transfer. Retracts and maneuvers the boom until it is completely clear of the receiver airplane. Exercises sound judgment in recognizing the onset of situations that require immediate corrective action. Directs separation of tanker and receiver airplanes when an emergency situation exists and is solely responsible for ensuring their physical disconnect prior to movement by either airplane. Performs appropriate emergency procedures and operations for offloading and onloading fuel.

(d) On aircraft equipped with the Multi-Point Refueling System (MPRS), the primary duties of the boom operator include, but are not limited to; preflighting the system and management of receiver flow from pre-contact to final disconnect. Simultaneously monitors multiple receiver aircraft.

(4) Accomplishes loadmaster functions.

(a) Prior to flight, accomplishes preflight checks, inspection, acceptance, and operation of all aircraft loading equipment, and systems. Ensures the aircraft interior is properly configured to meet specific mission objectives and is in compliance with FAA, Air Force, DOD, NATO and UN regulations, command operating restrictions, and flight manual directives. Plans, prepares, and inspects complex loads which may include but are not limited to the transportation of personnel, hazardous material, explosives, poisons, radioactive cargo, security cargo, and registered mail. Represents the aircraft commander as the approving authority for determining if prepared loads meet safety requirements and do not exceed aircraft ground, structural, or flight limitation. Supervises load placement, cargo inspection and acceptance, load distribution, and restraint requirements. Briefs the aircraft commander on cargo type, hazard class, net explosive weight and any special handling requirements or flight plan annotation requirements.

(b) Develops and certifies cargo load plans considering quantity, weight, configuration, floor capacity, compartment restrictions and proper location within the aircraft to achieve the optimum center of gravity. Provides instruction on gaseous venting requirements and monitors pressure and vent valves during flight to prevent a hazardous condition from developing. Determines location and placement of hazardous materials considering passenger safety and en-route offload/onload requirements. Supervises and directs floor/palletized loading, cargo restrictions, Air Terminal Operations Center (ATOC) procedures and coordination, passenger handling considerations, and customs, immigrations and agricultural clearances. In addition to normal preflight duties, provides instruction on recovery and reconstitution procedures for SIOP and diverted missions that may not carry maintenance specialists. These duties include servicing, fuel, oil, hydraulics, oxygen, and operation of auxiliary power units (APU).

(c) Ascertains fuel, passenger and cargo weights. Computes weight and balance to determine proper weight distribution and provides timely and correct takeoff and landing data. With consideration for aisle space and access to emergency exits, ensures all cargo is loaded and secured with proper restraint and devices in compliance with appropriate technical orders. Accomplishes or instructs students on proper documentation, manifesting, loading and securing hazardous cargo. Accounts for cargo being transported. Ensures proper identification including weight and destination. Preflights and inspects cargo/passenger carrying systems, condition of cargo roller handling system, shoring for floor protection, seating and life support equipment. Inspects and inventories life support equipment and is the final subject matter expert when determining its need and use during flight. Frequently uses Night Vision Goggles (NVG) while performing aircrew duties.

(d) Briefs passengers on flight itinerary, use of emergency equipment, emergency exits, and procedures for egress, oxygen use, life preservers, electronic devices and movement about the aircraft before, during and after flight. Acts as the single passenger manager in the event of ground or flight emergency. Controls passenger movement throughout the entire mission. Responsible for the safe and orderly evacuation of passengers in an aircraft emergency, and making life or death decisions on which route and exit to use. Supervises and administers life saving measures in the event of an airborne emergency. Serves as the aircrew expert for U.S. and foreign customs, agriculture and immigration. Maintains the knowledge and skill necessary to detect and prevent possible hijack and terrorist activity.

(5) Performs staff duties based on specialized knowledge of the unit's mission and related programs to ensure safe and successful accomplishment of required training and Air Force mission support requirements. Performs duties of cargo loading manager. Prepares lesson plans and instructs on the Cargo Loading Trainer (CLT), hazardous materials, channel mission procedures, and load planning. Administers cargo evaluation checks to ensure assigned personnel are proficient in all aspects of cargo operations. Coordinates with the unit operations and maintenance logistics branch in developing a plan for the movement of unit cargo/personnel in support of its assigned contingency mission. Takes necessary action to ensure all requisites involved in mission planning are accomplished. Coordinates aircraft configuration for special mission tasking with maintenance. Represents the Air Force during dignitary and high-ranking personnel visits. Serves as acting ambassador when away from home station.

(6) Performs other duties as assigned.